



**Senior Midday Supervisory Assistant
(SMSA)**

**Rossett Acre Primary School
Supporting Information**

Our School

At Rossett Acre Primary, we are a friendly and vibrant school. We focus on purposeful learning which encourages children to be independent, inquisitive and enterprising, preparing them for life now and in the future. We are a community where we want **the very best education** for all our pupils.

We are a large, successful two-form entry primary school on the south side of Harrogate. Our standards are high; we strive to continue to raise these, and support every child in meeting their full potential.

There are fourteen classes at present (two in each year group). The School was built in 1970 and has had extensions to the main building since then. It benefits from two playgrounds and a playing field as well as being an attractive site.

Our School Aims and Ethos:

We encourage our children to be:

- Caring
- Independent
- Self-motivated
- Responsible

Leading to happy, healthy individuals striving to be the best they can.

Each child is expected to do their best, at the level appropriate to their needs. No child is better or worse; each child brings their best to the task and is encouraged to respect that fact. High self-esteem is encouraged in all pupils.

The basic ethos of the school is to respect every individual in this environment, respect is given to everyone who works in school.

Praise is given for excellence at the level of individual achievement, not on a comparative measure against others.

Individual needs and their identification are part of the whole school curriculum policy.

We are a member of the “Red Kite Teaching School Alliance” which includes six leading secondary schools as strategic partners as well as four universities, a special school and thirty-five primaries. As such this gives opportunities for our staff to access outstanding professional learning.



About the Red Kite Learning Trust

The Red Kite Learning Trust was founded to provide a supportive structure for schools working in partnership to help ensure all their young people can achieve success. The Trust was formed in 2015 by three founding schools: Western Primary School; Oatlands Junior School; and Harrogate Grammar School; whose aim is to work together to ensure Excellence for All. Rossett Acre Primary School joined the Trust on 1st November 2016. We were delighted to subsequently welcome Crawshaw Academy and Coppice Valley Primary School who joined the Trust during 2017. Autumn 2018 is an exciting time for RKLТ with another seven schools joining us. We welcome Temple Moor High School, Austhorpe Primary, Colton Primary, Whitkirk Primary, Templenewsam Halton Primary, Temple Learning Academy and Meadowfield Primary Schools.

We are seeing the benefits for young people of working more closely together and as a secondary school we have welcomed the insight and expertise that our primary colleagues have provided. We also relish the opportunities to share the specialist skills and knowledge of our own staff with colleagues in Key Stages 1 and 2 to add an extra dimension to primary provision in our Trust. We look forward to the Trust developing further over the years and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff and was a natural step for us as an existing 'Independent Academy Trust'.



The success of our school is dependent on the quality, talent and commitment of our staff, which is why we want to make sure we recruit the right people who can share our aims and vision.

Further information

For further information about our school, the Red Kite Learning Trust, or the wider Red Kite Alliance and our schools, please visit the following websites:

<http://www.rossettacre.n-yorks.sch.uk/>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk/>

The Post Specification on the following pages describes the expectations for the role:



Rossett Acre Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

Post Title: Senior Midday Supervisory Assistant (SMSA)

**Salary Grade: Band 4, SCP9 to SCP13
£16,755 to £17,391 FTE**

Actual Salary: £3,734.57 - £3,876.33 pa

Plus an 8% recruitment & retention payment

**Contract Type: Term-time only (38 weeks per year)
Permanent / Established**

Working Hours: Part Time 10 hrs per week Mon – Fri 11:15am to 1:15pm

Responsible to: Deputy Headteacher/Inclusion Manager General

Description:

To line manage other midday supervisors including responsibility for timetabling the lunchtime rota, overseeing the smooth running of lunchtime procedures and leading half termly meetings with lunchtime staff.

Required to work indoors and outdoors when supervising the children to ensure their safety at all times.

Special Conditions of Service: No smoking policy, including vapour and e-cigarettes.

1	Duties – Senior Midday Supervisory Assistant
1.1	To timetable and implement the Staff Rota at lunchtimes to ensure that appropriate supervision is in place.
1.2	To adapt the Staff Rota to arrange cover when lunchtime staff are absence.
1.3	To lead half termly meetings with the Lunchtime Staff to communicate new developments and key information.
1.4	To oversee the smooth running of lunchtimes procedures, ensuring that all pupils have had their lunch.
1.5	Take a leading role in supporting MSAs with behaviour management at lunchtimes, modelling a restorative approach (following the school’s behaviour policy and procedures), liaising with other senior staff as appropriate.
1.6	To develop and maintain a positive working relationship with the kitchen staff to ensure that lunchtimes run successfully.

1.7	Actively communicate and model the school's vision: Excellence and Happiness for All
1.8	Audit, manage and purchase the equipment necessary to facilitate a happy and rewarding lunchtime for staff and pupils
1.9	Supervise the work of midday supervisors, including assisting in the development of staff.
1.10	Be involved in the recruitment, selection and performance management of the Midday Supervisory Assistants.
1.11	Such other appropriate duties as may be requested by the Head Teacher/ Deputy Head Teacher to ensure the smooth functioning of the school during the lunch break
	Additional duties - Midday Supervisory Assistant (MSA)
1.12	To supervise the playground area, cloakrooms and classrooms during the lunchtime break period.
1.13	To ensure the safety of all children and the creation of a calm and orderly atmosphere, where appropriate table manners and the independence of the children are encouraged.
1.14	To assist with the service of meals, including the distribution of food, clearing spills, supervising eating of packed lunches.
1.15	To assist with the removal of food and equipment once pupils have eaten their lunch.
1.16	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting in line with school policies and procedures.
1.17	Assisting in the implementation of appropriate behaviour management strategies.
1.18	Observe a child's behaviour, understand its context and notice any unexpected changes – to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices. Report any issues to a senior member of staff.
1.19	Monitor pupil behaviour and mediate at times of conflict in a calm and respectful manner, using a restorative approach.
1.20	Assist in the supervision of other activities during the midday break, including setting out and storing equipment and supervising clubs.
1.21	To escort the children to and from the dining area as required.
1.22	To supervise toilet arrangements and hand washing.
1.23	Establish a rapport and model respectful, trusting relationships with children, young people and those caring for them.
1.24	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
1.25	Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals. Understand that communication is a two way process.
1.26	Provide support and encouragement to children and young people.
1.27	To contribute to the overall ethos/work/aims of the school, in accordance with your role and the direction of the Headteacher/Deputy Headteacher.
1.28	Participate in the schools' performance management scheme.

Person Specification: E Essential, D Desirable

2	Experience/Aptitudes	
2.1	The qualities and skills to lead a team of midday supervisors under the direction of the Head Teacher or Deputy Headteacher.	E
2.2	Have an enthusiasm for and an active interest in children's play.	E
2.3	Working in a school environment.	D
2.4	Experience of working with children and young people with a wide range of Special Educational Needs.	D
2.5	An understanding of the strategies that can be used to reduce the barriers to learning.	D
2.6	Proven track record of successfully working with children/young people in a work/voluntary setting.	D
3	Qualifications/Training	
3.1	Appropriate first aid training.	D
4	Knowledge/Skills	
4.1	Excellent interpersonal skills to promote team work and to provide a happy safe lunchtime environment for all.	E
4.2	Ability to relate well to, and work positively and effectively with, children and young people.	E
4.3	Sound practical organisational skills to enable you to deploy your lunchtime team effectively.	E
4.4	Work constructively as part of a team, understanding roles and responsibilities and own position within these.	E
4.5	Ability to manage pupil behaviour in a supportive and effective manner.	E
4.6	Understanding of individual children and young peoples' needs.	D
4.7	Working knowledge of relevant policies, codes of practice and legislation.	D
4.8	Problem solving.	D
4.9	Awareness of health and hygiene issues.	E
5	Characteristics	
5.1	Willingness to be flexible and work to meet the best interests of the school.	E
5.2	Committed to delivering the schools ethos and policies.	E
5.2	Self-motivated and hard-working.	E
5.3	Team worker and able to create and maintain effective working relationships.	E
5.4	Willingness to undertake training.	E
5.5	Sense of humour and optimism.	E

6	Safeguarding and Promoting the Welfare of Pupils	
6.1	Has appropriate motivation to work with pupils.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with pupils.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

Rossett Acre Primary School and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well rounded citizens able to take on and contribute to the world. We hope that new colleagues will be able to help achieve this for all our children and young people. In return we can provide a fantastic place to work and learn and a vast range of opportunities to extend your experience and expertise. If this sounds like a place that you would enjoy working in, we hope you will apply and come and see for yourself what is on offer.

To find out more about our school and the Red Kite Learning Trust, please visit our websites at:

<http://www.rossettacre.n-yorks.sch.uk/home>

<http://www.rklt.co.uk>

We hope that after considering all the information provided you will decide to make an application.

How to Apply

Candidates are encouraged to complete our online electronic application process.

To access our on-line application form via the Red Kite Learning Trust, please visit:

www.rklt.co.uk/vacancies/

If you would prefer to receive an application pack via email or post, please email

recruitment@harrogategrammar.co.uk or telephone the HR Team on 01423

531127. Ext 317

A reminder the **closing date is Tuesday 26th March @ 12:00.**

Interviews are scheduled for Monday 1st April (am).

Shortlisted candidates will be contacted shortly after the closing date.

Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.

For further supporting information please see the following documents below;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy

Recruitment Process Guidelines



Rossett Acre Primary School, as part of the Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATION FORM (On-Line process)

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form.

Candidates are encouraged to complete the On-Line form.

Application Form (Word Document)

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: recruitment@harrogategrammar.co.uk

For all formats of application: Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete

DISABLED APPLICANTS

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

EQUAL OPPORTUNITY EMPLOYER

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

REHABILITATION OF OFFENDERS

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

CANVASSING

You must not try to influence any current employee or member of the school governing body or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, Governor or Trust member, you must indicate this in the relevant section of the application form.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

SALARY SCALES & INCREMENTS

Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff
– Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

Teachers – The terms of the relevant year's Pay and Conditions Document will apply.

PRE-APPOINTMENT CHECKS

Permission to Work in the UK

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

At Interview - Under the Asylum and Immigration Act 1996 the school must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.

- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

- First Combination of two documents
 - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
 Plus one of the following documents
 - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
 - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
 - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
 - o A work permit or other approval to take employment that has been issued by Work Permits UK
 Plus one of the following documents
 - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
 - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with *Keeping Children Safe in Education*, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity. **At Appointment** - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

Policy Statement on the Recruitment of Ex-Offenders



Rossett Acre Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Red Kite Learning Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Red Kite Learning Trust is committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided through our E-Application Form, which is viewed by a designated person within the Red Kite Learning Trust; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Red Kite Learning Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Red Kite Learning Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the position, the circumstances and background of your offence/s.

(Source www.disclosures.gov.uk)